



City of Kansas City, Missouri Job Class Specification

Job Title: MAINTENANCE SUPERVISOR **Department:** MULTI
Job Code: 5211 **Status:** NONEXEMPT **Grade:** M-J

Summary This is skilled and supervisory maintenance work in a variety of trades.

Work involves responsibility for supervising and participating in a wide variety of maintenance and repair activity. Work requires considerable familiarity with practices in the building and mechanical trades. Work includes instruction of subordinates in the more difficult phases of the work and participation in the form of work orders or complaints and employees are responsible for determining work methods and procedures.

Duties and Responsibilities

- Supervises the maintenance and repair of flood pumping stations; conducts daily inspections and orders repairs when needed.
- Schedules and supervises the work of a moderate sized maintenance crew at a city water plant; inspects water plant equipment for needed repairs.
- Repairs and overhauls water pumps, sludge pumps, chlorine machines, humidifiers, and other related equipment.
- Supervises and participates in the repair of electrical systems, light fixtures and switches; also supervises the installation of electric motors.
- Plans and oversees the work of a maintenance crew at the municipal airport; work includes building, runway, and electrical repairs, as well as general janitorial duties.
- Supervises snow removal activities and operates the necessary snow removal and related equipment.
- Supervises the work of several subordinate workers in maintenance of convention facilities and the municipal auditorium power plant including boilers and air conditioning units.
- Plans, supervises and participates in event and facility equipment movement and maintenance of moveable walls, retractable risers, fencing, basketball courts and lighting requests.
- Performs related duties as required.

Technical Skills	<p>Considerable knowledge of:</p> <ul style="list-style-type: none">The tools, methods, and materials used in several of the building and mechanical trades.The operation and maintenance of high and low pressure boilers and large air conditioning units.The occupational hazards and safety precautions of the trade involved. <p>Ability to:</p> <ul style="list-style-type: none">Perform tasks and maintain tools and equipment necessary for assigned duties.Perform tasks requiring mechanical aptitude.Keep the records and files necessary to the efficient operation of assigned working force. <p>Skill in:</p> <ul style="list-style-type: none">The use of tools used in the mechanical or building trade.
Education and Experience	High school graduation and five (5) years experience in mechanical and trades maintenance and repair with one (1) year experience at the level of Maintenance Mechanic.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a physical examination as prescribed by the City.▪ Will be required to pass a preemployment drug screen.▪ May be required to possess a valid State-issued driver's license in accordance with the City of Kansas City, Missouri
Supervisory Responsibility	Supervision is exercised over assigned personnel.
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	
Revised	4/73, 9/06, 05/10